

PERICLES
Financial Accounting System

User's Manual
Version 8.00

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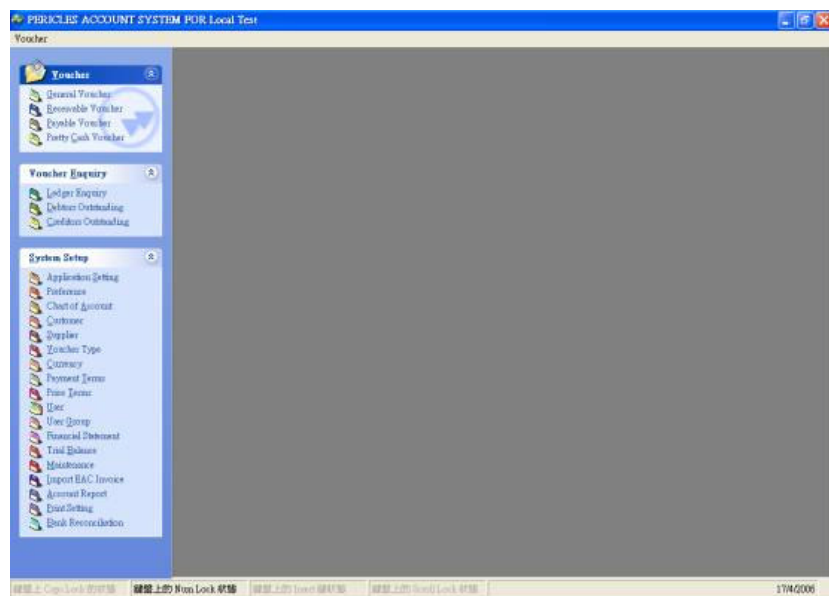
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Chapter 1. Basic Operation

This chapter provides a general concept of the basic key operations. It includes four sections: Directory Operation Procedure, Form Editing Procedure, Field Editing Procedure and Table Operating Procedure. By the time you finish this chapter, you should know the basic operation procedures of Pericles.

1.1 Menu

Every module in Pericles Starts From a menu, which show all available functions in this program. It is structured so that the most commonly used program modules are placed near the top of each menu and are generally in the order that processing normally occurs.



1.2 Directory Operating Procedure

A directory is a set of records grouped together. In general, it is used as a table in which all the information belonging to that category is listed out.

1.3 Form Editing Procedure

A form is a set of related data fields grouped together. In general, it is used for data capture or modifications.

When editing a form, you can save your work in the following ways:

When you complete the last field of a form.

You can abort your work in the following ways:

Click [Close] field of a form.

1.4 Field Editing Procedure

A Field is ready for data entry if it is highlighted.

1.5 Table Operating Procedure

A table consists of cells arranged in rows and columns. The number of rows and columns in a table, though limited, can go beyond the size of a screen and can be accessed by using the Mouse.

General Voucher

Voucher Date: 13/03/2008
Last Modified Date: 08/04/2008
Voucher No.: BR/06-03/ 00012
Prepared By: admin

Code	Account Name	Particular	Debit	Credit	Job Number	Source Ref.
1840000020	SHANGHAI COMM BANK - C/A	CASH-IND DI...	\$ 3,200.00	\$ 0.00		
1630000030	TEMPORARY A/C	CASH-IND DI...	\$ 0.00	\$ 3,200.00		

ADD(F1) Edit Delete A/R Settle(F2) Running Total: 3,200.00 3,200.00
Copy Up Down A/P Settle(F3) Diff:
Refresh Print Save Exit

A cell pointer is a highlighted cell that is ready for data input. Each input can be completed with [ENTER]. You can also finish each entry with one of the Mouse.

1.6 Master Code Lookup

A computer's capability to store large amount of information, though having great advantages, may lead to difficulty in loading; As a result, we have designed a device to assist the lookup of customers, currency, country, etc. This device is referred to as the Master Code Lookup.

With the Master Code Lookup implement throughout the System Series, we will use the Receivable Voucher Maintenance as an example to show how this Master Code Lookup works.

When the file maintenance is loaded, you will see the prompt:
Account:XXXX

At this point if you enter account's code that already exists in the system, you will proceed to the display of that particular voucher. If you press [ENTER] without entering any information into the field, or if the code you enter is incorrect, you can not exit the entry fied.

Select Account

Search

Account Code	Account Name	Account Type	Stock Account
0100000010	LEASEHOLD IMPROV - OPENING	A	N
0100000030	LEASEHOLD IMPROV - ADDITIONS	A	N
0100000040	LEASEHOLD IMPROV - DISPOSALS	A	N
0100000050	PROV FOR DEP - LH IMPROV (O/B)	A	N
0100000060	PROV FOR DEP - LH IMPROV (ADD)	A	N
0100000070	PROV FOR DEP - LH IMPROV (DIS)	A	N
0410000010	OFF MACH. & EQUIP - OPENING	A	N
0410000030	OFF MACH. & EQUIP - ADDITIONS	A	N
0410000040	OFF MACH. & EQUIP - DISPOSALS	A	N
0410000050	PROV FOR DEP - OFF M & E (O/B)	A	N
0410000060	PROV FOR DEP - OFF M & E (ADD)	A	N
0410000070	PROV FOR DEP - OFF M & E (DIS)	A	N
0430000010	OFFICE FURNITURE -OPENING	A	N
0430000030	OFFICE FURNITURE - ADDITIONS	A	N
0430000040	OFFICE FURNITURE - DISPOSALS	A	N
0430000050	PROV FOR DEP - OFF FURN (O/B)	A	N
0430000060	PROV FOR DEP - OFF FURN (ADD)	A	N
0430000070	PROV FOR DEP - OFF FURN (DIS)	A	N
0441000010	EDP H/W - OPENING	A	N
0441000030	EDP H/W - ADDITIONS	A	N
0441000040	EDP H/W - DISPOSALS	A	N
0441000050	PROV DEP - EDP H/W (O/B)	A	N
0441000060	PROV DEP - EDP H/W (ADD)	A	N
0441000070	PROV DEP - EDP H/W (DIS)	A	N

Refresh OK Cancel

You will see a window in the middle of then screen. Inside this window will be a list of accounts that are currently stored in your data files. The accounts will be listed alphabetically by account codes.

click [Close] will abort the Master Code Lookup and you will be returned to the account field.

There are two ways to locate a account in the window. If the account that you wish to locate is within the window, you can press the up-arrow and down-arrow to move the highlighted bar to the item of your choice; click [Edit] to select this account

If the account is not displayed in the current window, you can type in the first character of the name, and the window will jump to the name that starts with the same first character. As you continue to type the remaining characters, the window will continue to move to the name that starts with the characters you have entered. This Lookup capability will place you near the account of your choice as quickly as you enter the characters. If you accidentally type in a wrong character, you may press [<](Backspace) to erase it. If you wish to erase all the characters you have entered, you may highlight the words and press [DEL]. However, if you are unable to locate your new account 's name in the popped up list, it is unnecessary to go back to the account Master Maintenance. All you have to do is to insert the name into the list and it will be added to your selection.

The above procedures can be applied whenever the Master Code Lookup is in use. This system can be very convenient and useful in searching for the required information in a limited period of time.

Chapter 2. Master Code

The System Module is used to define the coding standards on certain files, which will be accessed by other modules.

A code is an abbreviation that represents a group of information. A code is to standardize all inputs for easy comparisons. For example, U.S. Dollar can be written as USD or US\$. A correct sum of all U.S. Dollar invoices cannot be established without setting up a standard currency code for identification.

A code can simplify data input without the need to type the name in full. Finally, with codes established, any change in the data will be reflected throughout all outputs

2.1 Some Considerations In Setting Up Codes

There are a few criteria or rules to follow when setting up codes. First, Codes must always be unique. Since a code is an abbreviation for a particular set of related data, it must be unique to avoid confusion. This system will always check for uniqueness of the code you define.

Always try to use codes that follow the common standard. For example, use USD to represent U.S. Dollar in currency code, HK for Hong Kong in country code, and YD for yard in unit of measure.

If there is no common standard, the rule is to define the codes meaningfully. This will facilitate access to the codes and help maintain data related to the codes.

Although good and meaningful codes improve communication and are easy to remember, never spend too much time on establishing the coding system. There is no perfect coding rule applicable to all situations. Therefore, never expect to be able to establish a code that will tell you everything just by reading it. In our System, we have devised the Master Code Lookup to minimize the need of memorizing the codes. Moreover, the Master Code Lookup enables you to search for a code from different display sequences.

2.2 Good Code Housekeeping

Many users underestimate the importance of the coding system when utilizing computers in their organizations. Yet, even more users do not spend enough effort to keep their coding system in good order.

When using codes, the computer will store only the code in the data file rather than all data related to the code. For example, if an invoice is issued to “Modular Computer System” with company code “MOD”, only the company code “MOD”, instead of the company name and address, will be stored in the invoice file. Only when the invoice is accessed or printed will the company information be retrieved from the company master file through the code “MOD” stored in the invoice file.

Should the code be deleted or modified, the invoice will be unable to access the company information. This system will not safeguard against such modifications or deletions in most cases.

While improper code deletion may bring system integrity problems, yet another problem will arise when two different codes are assigned for the same set of data.

The larger the system the easier these problems are likely to occur. Unfortunately the damage caused by these problems are more severe and harder to correct. Only if a procedure to maintain your coding system is properly set up can the computer be effectively used to its full advantage for your company.

2.3 Master Code In Pericles

The following are the codes that need to be maintained:

- 1 Associated company address
- 2 Currency code
- 3 Payment terms
- 4 Customer
- 5 Supplier
- 6 Price terms

These are not the only codes you have to maintain, but they are those, which will be used by more than one module throughout the Pericles packages. There are other codes, which have to be maintained separately within each individual Pericles Module

2.4 Associated Company Address File

The company master file holds information of all companies that have business activities with your company. By setting up this file, each company is represented by a code no matter it is a customer or a supplier of your company.

Application Setting

Chinese Name: 百怡富科技有限公司

English Name: Pericles Technology Limited

Company Address: Rm. 1002, 10/F, Enterprise Centre,
4 Hart Avenue, Tsim Sha Tsui,
Kowloon, Hong Kong.

Company LOGO File:

Tel: (852) 2732 2208 Email: pericles@pericles.net

Fax: (852) 2732 5072 WebSite: http://www.pericles.net

Update URL: Version:

Receivable Control Account Valid Input Date Range

Payable Control Account Refresh

SAVE AND EXIT Exit

To maintain the company master file, select and follow the standard Directory Operating Procedure to edit a record

Field Definitions

Chinese Name the company Chinese name in full

English Name the company English name in full

Company Address the full address of a company. This field has four lines of up to forty characters

Tel the phone number of the company. If there are more than one phone number to the company, you may enter the other number in the contact field

Fax The fax number of the company

Email The Email the company

Website The website of the company

2.5 Currency Code Master File

A currency code defines the standard currency used in the system. To maintain the currency code master file, select **[FAP303] Currency** and follow the standard Directory Operating Procedure to edit a record.

PERICLES ACCOUNT SYSTEM FOR Local Test - [Currency List]

Voucher:

No.	Code	Description	Rate	Default
001	HKD	Hong Kong	1.0	Yes
002	USD	US	7.9	No
003	RMB	China	0.95	No

Voucher Enquiry

System Setup

Application Setting

Pericles

Chart of Account

Customer

Supplier

Voucher Type

Currency

Payment Term

Price Term

User

User Group

Financial Statement

Print Expense

Maintenance

Import BAC Invoice

Account Report

Print Setting

Bank Reconciliation

Search

Refresh

Add

Edit

Delete

Move First

Move Previous

Move Next

Move Last

Close

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Field Definitions

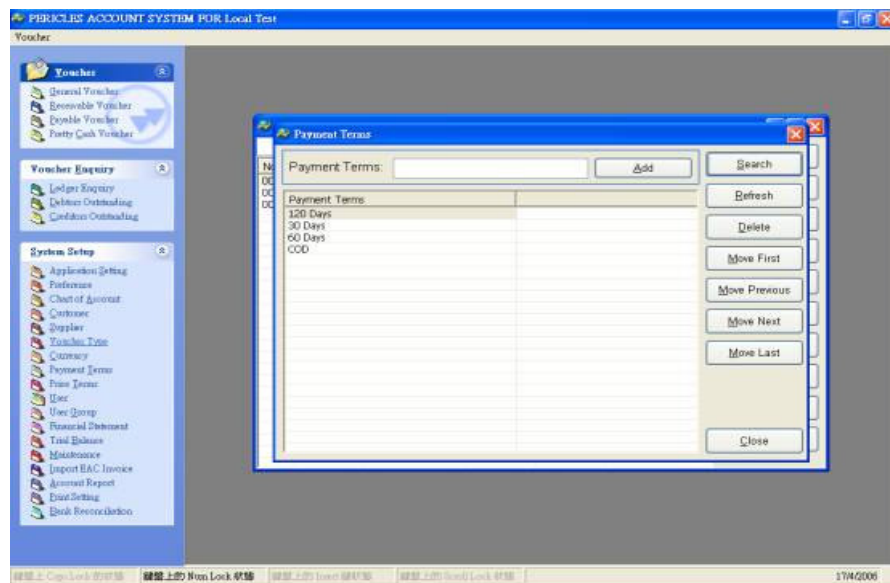
Code Currency Code. It must be unique.

Description A detailed name for the currency.

Rate. This is the exchange rate between the order currency and the base currency

Default Is this currency as the system's default currency

2.6 Payment Terms Master File

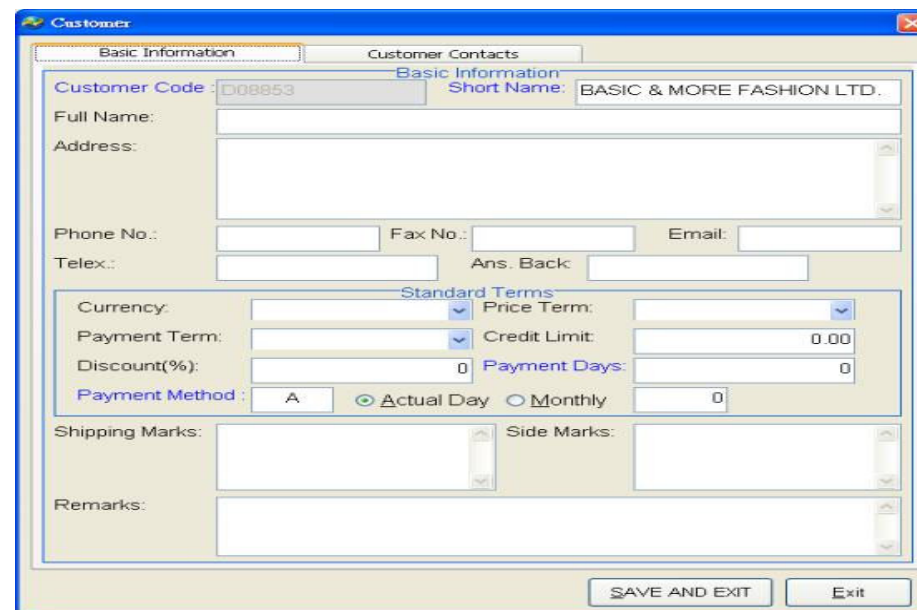


Field Definitions

Payment The payment term in a three-letter code. For example, L/C, D/P, CHQ, COD. If the payment term is by letter of credit, enter L/C instead of LC Code The tenor of the payment terms. For example, at sight, 30 days, 30 days net 2%, etc. the code and the code extension form the payment terms code. It must be unique and there must be a space between the code and the extension.

2.7 Customer Master File

A customer master file has all information related to a customer. To maintain the customer master file. Select **[FAP306] Customer** and follow the standard Directory Operating Procedure to edit a record.



Field Definitions

Customer Code The customer code must be unique.

Short Name The Short name of the company

Full Name The Full name of the company

Address The address of the company.

Contact The person to contact concerning matters of the company

Phone No The phone number of the company

Fax No The Fax number of the company

Telex The telex number of the company.

Currency The currency in which the customer settles the bills

Price Term The customer pricing term. For example, FOB Hong Kong, CIF, C&F, CMT.

Payment Term The customer term of payment. For example L/C 30 days.

Credit Limit Maximum amount that you will trust your customer.

Discount Default payment discount to be given.

Payment Method Standard payment method.

Payment Days Number of days credit given to the customer.

Shipping Marks The customer whipping marks of a shipment.

Side Marks The customer side marks of a shipment.

2.8 Supplier Master File

The supplier master file has all information related to a supplier. To maintain the supplier master file, select [Supplier] and follow the standard Directory Operating Procedure to edit a record.

The screenshot shows a software window titled "Supplier" with a blue border and a standard Windows-style title bar. It contains two tabs: "Basic Information" (selected) and "Supplier Contacts". The "Basic Information" tab displays a form with the following fields and values: "Supplier Code" is "C00840"; "Full Name" and "Address" are empty text boxes; "Phone No.", "Fax No.", and "Email" are empty text boxes; "Telex" and "Ans. Back" are empty text boxes. Below these is a section titled "Standard Terms" which includes: "Currency" (a dropdown menu), "Price Term" (a dropdown menu), "Payment Term" (a dropdown menu), "Credit Limit" (a text box with "0.00"), "Discount(%)" (a text box with "0"), "Payment Days" (a text box with "0"), and "Payment Method" (radio buttons for "A", "Actual Day", and "Monthly", with "A" selected). At the bottom of the form are "Shipping Marks" and "Side Marks" (text boxes) and a "Remarks" (text box). The window has "SAVE AND EXIT" and "Exit" buttons at the bottom right.

Field Definitions

Supplier Code The supplier code must be unique

Simple Name The Simple name of the company

Full Name The Full name of the company

Address The address of the company

Contact The person to contact concerning matters of the company

Phone No. The phone number of the company

Fax No. The Fax number of the company

Telex The telex number of the company

Currency The currency in which the supplier settles the bills

Payment Term The supplier term of payment. For example, L/C 30 days

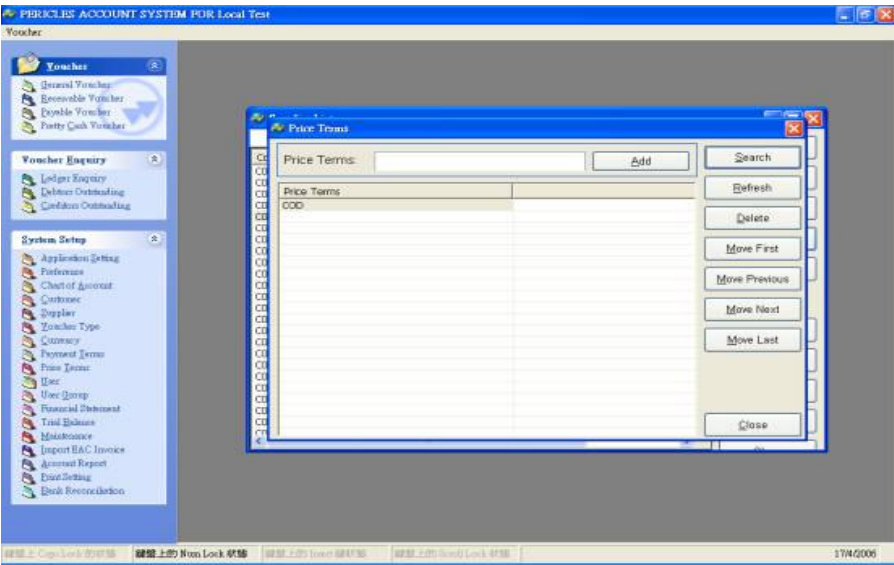
Discount Payment discount received.

Payment Method General payment method

Payment Days General number of days of credit

2.9 Quota Master File

The price term file defines the price of trading terms. To maintain the price terms master file, select **[FAP305] Price Terms** and follow the standard Directory Operating Procedure to edit a record.



Field Definitions

Term The pricing condition of a product. For example , FOB Hong Kong, CIF, C&F, CMT.

Chapter 3. System Security

3.1 The Concept Of Pericles System Security

Each module in Pericles is assigned its own security setting. There are three levels in each module: the system level, the procedure level and the record level. The security setting of each module is independent and will not have effect on each other. The security setting for this module can be system level while it can be record level for the other.

In system level , you can specify those users who have access to a module. the systems specified are those a user is granted access to.

In procedure level, you can specify those users who have access to the procedures of a system . Presumably, a user can have access to all procedures except those specified. Therefore, the procedures specified are those a user is denied access to .

In record level , you can specify those users who have access to the records of a procedure.

A user who creates a record such as an invoice or a sales order is the owner of the record and the user name will be recorded in each record.

Users are grouped into different groups with different group access levels assigned . a user can belong to more than one group.

Users of the same group will have the following restrictions. A user with a higher group access level can read records created by a user with the same or lower group access level. However, a user with a lower group access level cannot read records created by a user with a higher group access level.

Users of different groups are not allowed to read records created by users of other groups regardless of their group access level.

With the above access definition, there is a possibility of a conflict of access right as indicated by the following example.

User A and user B belong to group 1, and user A has a higher group access level than user B. at the same time, user A and user B belong to group 2, and user B has a higher group access level than user A. In other words, in group 1, user A can read records created by user B, but user B cannot read those created by user A. In group 2, user B can read records created by user A but user A cannot read those created by user B.

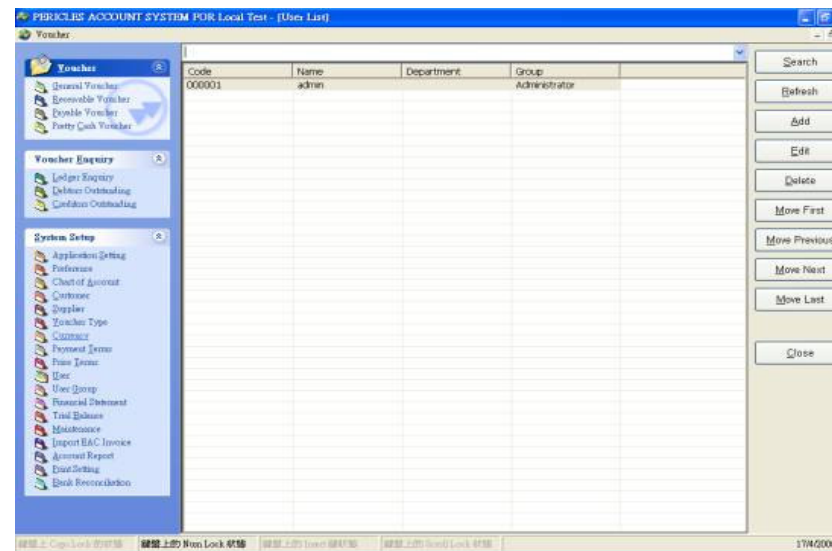
To resolve this kind of conflict , the computer will grant access rights to both user A and user B.Both users can read records created by each other in the groups they both belong to.

To avoid this kind of conflict, one user has to be set with a higher group access level than the other in all the groups they belong to.

3.2 System User Maintenance

A user has to be registered with a module/modules in order to have access to Pericles. Once he is registered, he can have access to different procedures according to his right. However, a user need not be registered if no system security functions are set.

Listed below are the four items you can set for each user.



Set Password

You may set a password for each user when they login the computer to access to Pericles.

User Grouping

You may assign the user to belong to a group or groups.

System access authority

You may grant the user an access right to a system or systems. Presumably, the user cannot have access to a system unless he is granted an access right.

Procedure access authority

You may remove an access right to a procedure or procedures from the user. Presumably, a user can have access to all procedures except those specified. Therefore, you have to specify those procedures the user is denied access to .

This procedure, **[FAP314] User**, defines the list of users that are registered with Pericles. You can press [Add] to add a user or [Delete] to remove a user from the list.

You can press [ENTER] for the list of options if you want to set a password, to assign users into groups, or to grant or remove a system or procedure access right.

Set Password

To set a password for a user, select the name of the user and select [Edit] from option table.

A password is needed only if the operating system is other than Novell, or else , the Pericles user id will be the same as the Novel user ID.

Grouping

You can select the name of the user and select [Edit] and select [Group] from the option table for the group or groups the user belong to.

Press [Add] to add the user into a new group or [Delete] to remove the user from a group.

3.3 System Group Maintenance

It displays all users who belong to a group. You can view all users in a group by selecting this procedure. you can add or remove a user from a group.

No	Item
<input checked="" type="checkbox"/> 0	Login
<input checked="" type="checkbox"/> 1	Account
<input checked="" type="checkbox"/> 2	Voucher Type
<input checked="" type="checkbox"/> 3	User
<input checked="" type="checkbox"/> 4	User Group
<input checked="" type="checkbox"/> 5	General Voucher
<input checked="" type="checkbox"/> 6	Receivable Voucher
<input checked="" type="checkbox"/> 7	Payable Voucher
<input checked="" type="checkbox"/> 8	Pretty Cash Voucher

3.4 System Security Maintenance

The security setting of each system can be specified by selecting **[FAP315] User Group**. You can choose if the system security is logon level, procedure level or recording level.

Chapter 4. Introduction

4.1 Computerized Accounting

Welcome to Pericles Financial Accounting System, part of a series of modules formulated especially for the garment industry from Modular Computer System.

Pericles Financial Accounting System is designed to cater for the needs of both large and small businesses, and is compatible with all IBM systems. Chapter One is an introduction to the computer accounting concept. In addition to familiarizing the user with the principles, which the accounting system is based on, it also gives him/her an insight into the possibilities the system can offer.

Chapter Two assists the user in setting up the accounting system, and is an introduction to working with the subsequent programs.

Chapter Three is a step-by-step guide to the daily operations of the accounting system.

Chapter Four shows you how to assimilate the input data to define financial statements, which constitute the whole objective of accounting.

Chapter Five introduces the various inbuilt report formats in the accounting system and defines the purpose of each report.

Chapter Six sets out parameters and conditions of the system maintenance.

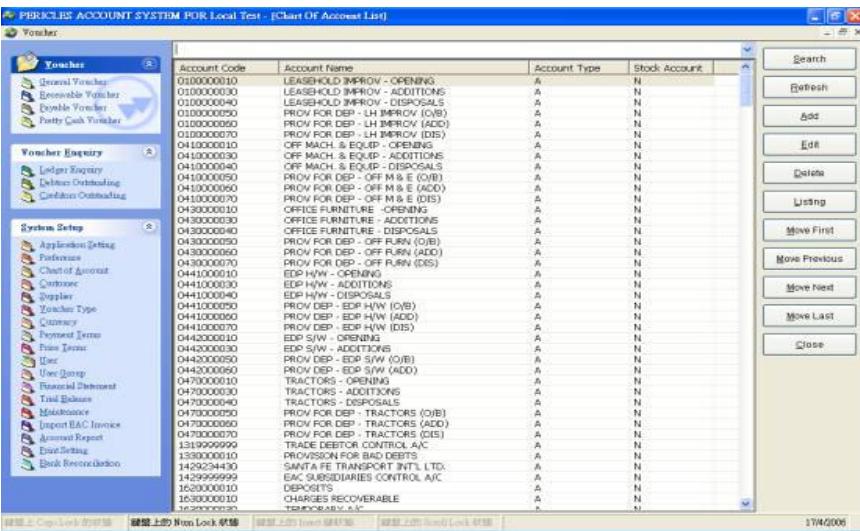
Computerized Accounting

Computer accounting adopts a voucher entry book-keeping system where the account balance is automatically updated as the voucher is prepared. It is also a double entry system. In other words, a voucher must be balanced before the computer will consider it to be completed. Thus, accuracy is ensured since the account balance always balances.

4.2 Chart of Accounts

The Chart of Accounts is a complete selection of accounts in the system from which every transaction can and must be sorted.

Select **[FAP301] Char Of Account**, the Chart of Account Maintenance, and follow the standard Table Operating Procedure to add, modify or delete an account in the Chart.



However, you are not allowed to modify or delete an account if there are transactions existing in it.

Field Definitions

Account code This is a number code assigned to the Account Name by the user to identify the account. This code will be used throughout the system. No two Account Names may be assigned the same number code.

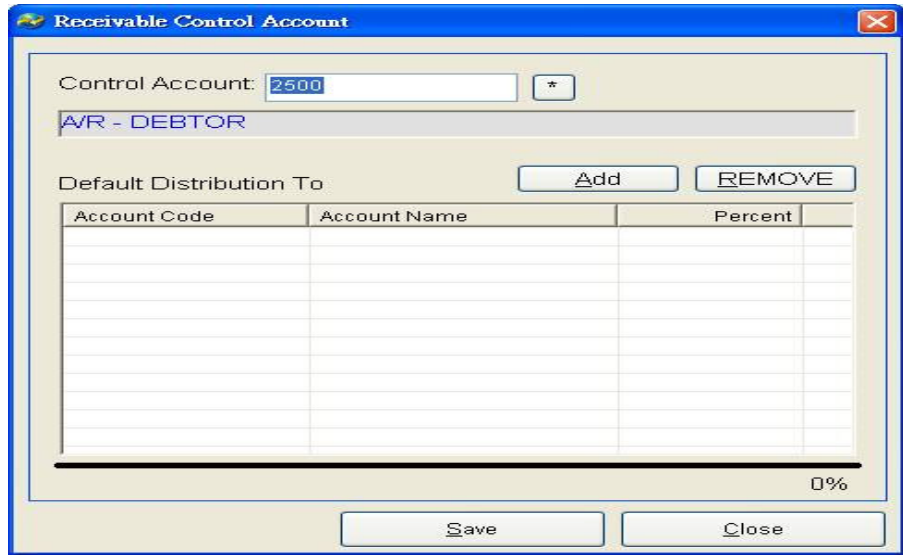
Account Name Name of the Account.

Account Type Type “A” if it is an Asset/Liability Account. Type “R” if it is a Revenue /Expense Account.

4.3 Accounts Receivable (A/R) & Accounts Payable (A/P) Control Accounts

Before you create a receivable or payable voucher, you must first define the receivable control account and the payable control account.

The A/R control account is an interface account between the General Ledger and the Accounts Receivable vouchers. The base amounts of a receivable voucher will be debited /credited to this account.



The A/P control account is an interface account between the General Ledger and the Accounts Payable vouchers. The base amounts (or the payable voucher amount) will be debited /credited to this account. To set an A/R control account, select **[FAP312] Application Setting**, the Receivable Control Account.

The screenshot shows a software window titled "Payable Control Account". At the top right is a red close button with a white 'X'. Below the title bar, there's a section for "Control Account:" followed by a text input field containing "3000" and a small square button with a star icon. Underneath is a greyed-out label "A/P - Creditor". The next section is labeled "Default Distribution To" and contains two buttons: "Add" and "REMOVE". Below these is a table with four columns: "Account Code", "Account Name", "Percent", and an empty fourth column. The table has several rows, all currently empty. A thick black horizontal line is positioned below the table. In the bottom right corner of the main area, it says "0%". At the very bottom are two large buttons: "Save" and "Close".

Please ensure that the A/R control account has been created in the Chart of Accounts and that the account type is “A” (asset / liability account). In this system, the account balance will be updated immediately when a voucher is saved. Thus, posting is not necessary.

The Pericles Financial Accounting System software can hold an almost infinite number (2^{31}) of accounting transactions.

Hence conceivably the memory of the system is limited only by the disk capacity in the hardware.

Another feature is that it requires no closing procedures.

It is recommended that as the user moves onto setting up in Chapter Two, the procedures should be followed systematically as written out since some items need to be defined before others.

Chapter 5.Setting Up

5.1 Getting Started

Before the Pericles Financial Accounting System can be put into daily use, the following 5 groups of parameters must first be defined in order to establish a framework in which to operate:

- 1 Chart of Accounts
- 2 Accounts Receivable (A/R) and Accounts Payable (A/P) control Accounts
- 3 Customer & Supplier Master Files
- 4 Voucher Type
- 5 Valid Input Date, Retained Earnings Account & Exchange Gain/Loss Account.

5.2 Chart of Accounts

The Chart of Accounts is a complete selection of accounts in the system from which every transaction can and must be sorted.

Select **[FAP301] Char Of Account**, the Chart of Account Maintenance , and follow the standard Table Operating Procedure to add, modify or delete an account in the chart.

However , you are not allowed to modify or delete an account if there are transactions existing in it .

Field Definitions

Account Code This is a number code assigned to the Account Name by the user to identify the account. This code will be used throughout the system. No two Account Names may be assigned the same number code

Account Name	Name of the account
1000	1000
1001	1001
1002	1002
1003	1003
1004	1004
1005	1005
1006	1006
1007	1007
1008	1008
1009	1009
1010	1010
1011	1011
1012	1012
1013	1013
1014	1014
1015	1015
1016	1016
1017	1017
1018	1018
1019	1019
1020	1020
1021	1021
1022	1022
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1100	1100
1101	1101
1102	1102
1103	1103
1104	1104
1105	1105
1106	1106
1107	1107
1108	1108
1109	1109
1110	1110
1111	1111
1112	1112
1113	1113
1114	1114
1115	1115
1116	1116
1117	1117
1118	1118
1119	1119
1120	1120
1121	1121
1122	1122
1123	1123
1124	1124
1125	1125
1126	1126
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1	

Account Type Type "A" if it is an Asset/Liability Account. Type "R" if it is a Revenue/Expense Account.

5.3 Accounts Receivable (A/R) & Accounts Payable (A/P)

Control Accounts

Before you create a receivable or payable voucher, you must first define the receivable control account and the payable control account.

The A/R control account is an interface account between the General Ledger and the Accounts Receivable vouchers. The base amounts of a receivable voucher will be debited /credited to this account.

The A/P control account is an interface account between the General Ledger and the Accounts Payable vouchers . The base amounts (or the payable voucher amount) will be debited / credited to this account.

To set an A/R control account , select **[FAP312] Application Setting** , the Receivable Control Account.

Please ensure that the A/R control account has been created in the Chart of Accounts and that the account type is “A” (asset/liability account).

If the base amount of a receivable voucher is a debit , it will be debited to the A/R control account , and the distribution account will hold the credit amount of the voucher . On the contrary , if the base amount of a receivable voucher is a credit , it will be credited to the A/R control account , and the distribution account will hold the debit amount of the voucher. This will be the same for payable voucher, except that the amount will be posted to the A/P control account.

The user can preset the distribution percentage of the voucher base amount into any number of accounts as long as the total distribution percentage adds up to 100. in this way, the debit and credit figures are balance.

The accounts to which the base amount is distributed must be selected from the Chart of Accounts.

By not selecting any accounts, the default distribution can be bypassed.

This means that the distribution of the voucher base amount can be manually input for each transaction.

5.4 Customer and Supplier Master Files

These files present detailed and organized records of the customers and suppliers of your company

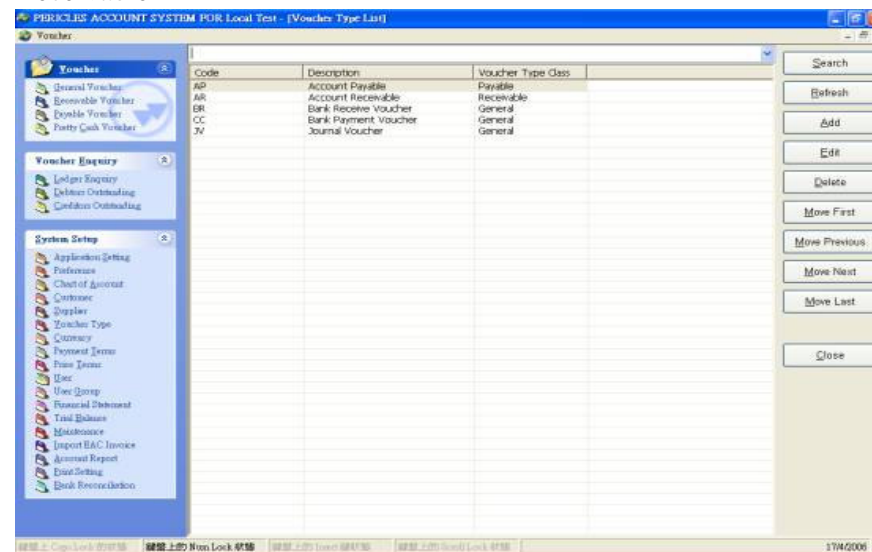
The program is set to arrange the records alphabetically by the code . The user can also view and search for the file list alphabetically by the company short Name.

To add or modify the master files, select **[FAP306] Customer** , the Customer Master File, or **[FAP307] Supplier**, the Supplier Master File. Please Refer to the System Foundation Manual for the operation instructions.

5.5 Voucher Type

Each voucher entered into the system will be classified into voucher types identifiable by a two-letter code.

All voucher types belong to one of these three classes: General, Payable or Receivable



To establish a voucher type, select **[FAP302] Voucher Type**, the Voucher Type and follow the standard Table Operating Procedure. Field Definitions

Type Code A two-letter code assigned by the user to the voucher.

Description Voucher type description.

Auto Number Mode This is a mechanism installed in the program to generate voucher numbers. Select one of the followings:

Y Voucher numbers will start from 0001 and will be numbered sequentially from January 1 to December 31.

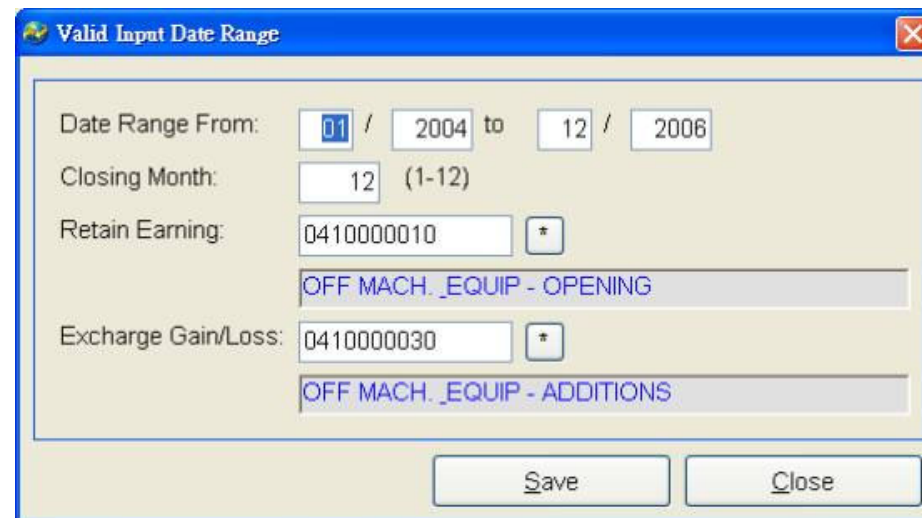
M Voucher numbers will start from 01 on the first day of every month.

N Bypass auto number mode. Voucher numbers will be manually assigned and entered into the computer by the user.

5.6 Valid Input Date Range and Retained Earnings

The valid input date range is used to control the editing of an existing voucher and the insertion of a new voucher. In Pericles Financial Account System, vouchers may only be edited or added if and only if the voucher date is within the valid input date range.

The date range ensures that the consistency principle of accounting is adhered to, and at the same time safeguards against any unnecessary input errors.

A screenshot of a software dialog box titled "Valid Input Date Range". The dialog has a blue title bar with a close button (X) in the top right corner. The main area is light yellow and contains several input fields and labels. "Date Range From:" is followed by a date picker showing "01 / 2004" and a "to" label followed by another date picker showing "12 / 2006". "Closing Month:" is followed by a text box containing "12" and "(1-12)" in parentheses. "Retain Earning:" is followed by a text box containing "0410000010" and a dropdown menu showing "OFF MACH. EQUIP - OPENING". "Exchange Gain/Loss:" is followed by a text box containing "0410000030" and a dropdown menu showing "OFF MACH. EQUIP - ADDITIONS". At the bottom right, there are two buttons: "Save" and "Close".

To set the valid input date range, select **[FAP312] Application Setting**, the valid input date range.

The starting month of the input date range must be earlier than the opening balance month of the books. However, there is no preset limit to the ending date of the range.

The retained earnings account is for reporting purposes and posting of the net gain/loss amount when purging the transactions of the previous year.

The exchange gain/loss account is used when the A/R & A/P exchange difference transactions are settled.

Chapter 6.Voucher

6.1 Voucher Maintenance

A voucher consists of a set of account transactions related to each other by an accounting movement. There can be as many account transactions as one wishes within a voucher. However , the voucher must be balanced before the program can accept and save it.

Procedures [General Voucher], [Receivable Voucher] and [Payable Voucher] are used to input General , Receivable and Payable vouchers respectively. Receivable vouchers are created whenever an invoice, a debit note or a credit note is issued to your customer . Data from the receivable vouchers will be used in the Accounts Receivable Report.

Likewise, payable vouchers are created whenever an invoice , a debit note or a credit note is received from the supplier . Data from the payable vouchers will be used in the Accounts Payable Report.

For those vouchers that cannot be classified as either receivable or payable vouchers , they are general vouchers.

The settlement of a receivable voucher of payable voucher is by preparing a general voucher instead of a payable or receivable voucher.

6.2 The General Voucher Maintenance

To work on a general voucher , select **[FAP101] General Voucher** , the General Voucher Maintenance , from the main menu . Follow the standard Table Operating Procedure to add, modify or delete a voucher.

Voucher No	Voucher Date	Total	Particular	Prepared By
BR/06-03/00017	2006/03/17	\$ 400.00		admin
BR/06-03/00016	2006/03/17	\$ 200.00		admin
BR/06-03/00015	2006/03/17	\$ 500.00		admin
BR/06-03/00014	2006/03/13	\$ 177,333.07		admin
BR/06-03/00013	2006/03/13	\$ 294,568.00		admin
BR/06-03/00012	2006/03/13	\$ 3,200.00	CASH-IND CDELE	admin
BR/06-03/00011	2006/03/13	\$ 8,070.00		admin
BR/06-03/00010	2006/03/13	\$ 10,490.00		admin
BR/06-03/00009	2006/03/09	\$ 800.00	CASH-TSANG CHEUNG LW192 DEPOSIT	admin
BR/06-03/00008	2006/03/09	\$ 83,629.00		admin
BR/06-03/00007	2006/03/06	\$ 159,156.72		admin
BR/06-03/00006	2006/03/06	\$ 29,070.41		admin
BR/06-03/00005	2006/03/06	\$ 37,295.00		admin
BR/06-03/00004	2006/03/03	\$ 2,200.00		admin
BR/06-03/00003	2006/03/03	\$ 1,500.00	CASH - CHEUNG WAI YIN	admin
BR/06-03/00002	2006/03/01	\$ 1,666.00	NANYANG C #32263L	admin
BR/06-03/00001	2006/03/01	\$ 397,266.45		admin
BR/06-02/00030	2006/02/25	\$ 40,535.00		admin
BR/06-02/00029	2006/02/27	\$ 52,300.00		admin
BR/06-02/00028	2006/02/25	\$ 140,735.30		admin
BR/06-02/00027	2006/02/22	\$ 18,920.40		admin
BR/06-02/00026	2006/02/22	\$ 10,560.00		admin
BR/06-02/00025	2006/02/22	\$ 53,945.00		admin
BR/06-02/00024	2006/02/22	\$ 207,569.39		admin
BR/06-02/00023	2006/02/23	\$ 65,399.74		admin
BR/06-02/00022	2006/02/20	\$ 10,314.00		admin
BR/06-02/00021	2006/02/17	\$ 31,180.00	CASH-POCKET MONEY 2005	admin
BR/06-02/00020	2006/02/20	\$ 226,435.59		admin
BR/06-02/00019	2006/02/16	\$ 15,450.00		admin
BR/06-02/00018	2006/02/16	\$ 20,723.12		admin
BR/06-02/00017	2006/02/16	\$ 6,700.00		admin
BR/06-02/00016	2006/02/14	\$ 103,677.45		admin
BR/06-02/00015	2006/02/10	\$ 248,203.70		admin
BR/06-02/00014	2006/02/14	\$ 16,815.60		admin
BR/06-02/00013	2006/02/13	\$ 319,634.00		admin
BR/06-02/00012	2006/02/09	\$ 17,524.92		admin
BR/06-02/00011	2006/02/07	\$ 5,200.00		admin

Type in the two-letter code for the voucher type to be worked on. Note that only voucher types that are classified as General can be accessed to. For the convenience of the user, the voucher type codes can be selected by using the Master Code Lookup.

Once the voucher type is selected , a list of all the vouchers under the selected type will be displayed . Voucher s are arranged by voucher numbers in descending order . Only those vouchers that are within the valid input date range previously set can be edited.

The general voucher is divided into two parts: the voucher header and the voucher details . The voucher header maintains the general information of a voucher such as the voucher number and the voucher date.

Code	Account Name	Particular	Debit	Credit	Job Number	Source Ref.
2500	A/R - DEBTOR	H05090264	\$ 0.00	\$ 400.00		
0100000060	PROV FOR DEP - LH IMPROV ...		\$ 400.00	\$ 0.00		

Voucher details hold a set of account transactions that are grouped together to represent an accounting movement . A voucher may hold as many account transactions as you wish.

Field Definitions

Date The voucher date will be manually input when a new voucher is created , but once the voucher is saved , the date is protected and only a later date can be recalled for modification.

Voucher No. This is a unique voucher number. The number is divided in three sections. The first and second sections are generated automatically from the voucher date field.

Format : TT/YY/MM <<running number>>

TT Two-character voucher type

YY Year of the voucher.

MM Month of the voucher

The “running number” part of a voucher number may be generated by the computer, or it can be input by the user. If you want the computer to assign the next voucher number , input “0” at the running number field . The number generated will depend on the mechanism defined in the voucher type.

On occasions, the voucher number shown on the screen may not be the one that is eventually saved. This will happen when, for example, two users are working on the same voucher type at the same time. If user A saves the voucher before user B does, user B will receive the message “duplicate voucher number ” when he tries to save his work. The next available number will be assigned to user B when he inputs “0” again.

Prepared by The name of the user who created the voucher.

After completing the entry of the voucher header, you will enter the account transaction.

Code	Account Name	Particular	Debit	Credit	Job Number	Source Ref.
2500	A/R - DEBTOR	H05090264	\$ 0.00	\$ 400.00		
0100000060	PROV FOR DEP - LH IMPROV ...		\$ 400.00	\$ 0.00		

To update a particular transaction, position the highlight bar to that entry and press one of the following keys:

Field Definitions

Accounts The account code and name to which the account transaction is posted . Master code Lookup can be used here to display the full selection. All accounts except the Control Accounts & Retained Earnings Accounts can be selected

Particular A brief description(80 characters) of the account transaction.

Amount The amount to be posted to the transaction account.

To enter a credit transaction amount , press [-] after inputting the figures.

Job Number This is only useful when the Job Costing Module is installed

Source Any relevant reference number , e.g., a

Reference Check number.

6.3 Settlement of A/R and A/P Vouchers

A control account transaction occurs when a customer invoice is settled.

A control account transaction is identified by specifying the transaction account as a control account which you have previously defined in [Application Setting].

There can only be one receivable control account transaction and one payable control account transaction per voucher.

The control account transaction allows the user to identify from whom and from which invoice the money is received.

Press [F2] form accounts receivable voucher settlement . Press [F3] for accounts payable voucher settlement.

Invoice No	Date	Cur	Foreign Paid Amount	Base Paid Amount
H05090284	2005/09/28	HKD	\$ 400.00	\$ 400.00

The settlement of outstanding accounts payable (A/P) and accounts receivable (A/R) can be carried out in three ways:

- 1 by directly identifying each settlement transaction, press [F1]
- 2 by monthly settlement , press [F2]
- 3 by selection, press [F3]

Since the method to settle an A/R transaction and an A/P transaction is basically the same , we will use the A/P settlement as an example.

6.4 Direct Input of Settlement Details

You may press [ADD],[DELETE] or [ENTER] to add ,delete or modify a settlement.

Account Receivable Settlement Detail

Invoice No:

Due Date:

Currency:

Foreign O/S Amount:

Base O/S Amount:

Foreign Paid Amount:

Exchange Rate:

Base Paid Amount:

Particular:

SAVE AND EXIT **Cancel**

Debtor Displays the customer account code . This is a display only field for the A/R settlement (invoice number is unique for A/R). Input the creditor for the A/P settlement (invoice number is unique for each creditor)

Debtor Reference Input the invoice number to be settled . The computer will verify if the invoice exists before displaying relevant information of the invoice.

Due Date The due date of the voucher.

Currency code The preset currency denomination of the invoice

Foreign Outstanding Amount The Outstanding Foreign amount.

Local Outstanding The outstanding local amount.

Foreign Paid Amount If the amount received is not in the base currency (Hong Kong Dollars) , enter the amount paid in foreign currency . the amount paid cannot exceed the foreign outstanding amount.

Exchange Rate The exchange rate for the paid amount if it is in a foreign currency . It is defaulted to the exchange rate when the invoice is first created .

Base Paid Amount The amount paid in the base currency. This amount is automatically calculated if the foreign paid amount is entered . It can exceed the base O/S amount since exchange difference may occur.

6.5 Monthly Settlement

You may also select all outstanding invoices of a particular customer in a certain month by pressing [CTRL][M]. This will save the trouble of entering the settlements one by one

[illegible]

Field Definitions

Debtor Enter the account code of the debtor

This field will be "Creditor" if A/P is to be settled.

Month Enter the month (mm) and year (yy) in which the A/R or A/P vouchers are to be settled . The compute will select all outstanding A/R or A/P amounts that are due that month , and add them to the control account transaction. If the selected transaction is denoted in a foreign currency , the book rate will be used to convert it to the base paid amount (HK\$).

6.6 Settlement by Selection

Finally , you may press [F3] to look up all outstanding invoices of a customer and select the invoices to be settled.

Type in the account code of the debtor or creditor . A list of outstanding receivable or payable transactions will then be displayed.

To select the transaction (s) to be settled , highlight the outstanding transaction(s) and press [F3]. An asterisk * will be displayed next to the outstanding amount to indicate that the transaction has been selected.

Invoice No.	Due Date	Cur	Outstanding Amt
<input type="checkbox"/> H05090153	2005/09/16	HKD	\$ 900.00
<input type="checkbox"/> H05090189	2005/09/21	HKD	\$ 900.00
<input type="checkbox"/> H05090234	2005/09/26	HKD	\$ 40.00
<input type="checkbox"/> H05090235	2005/09/26	HKD	\$ 900.00
<input type="checkbox"/> H05090287	2005/09/30	HKD	\$ 900.00
<input type="checkbox"/> H06020118	2006/02/17	HKD	\$ 900.00

To unmark a marked transaction , Unchecked The CheckBox Before The Customer. All marked transactions will be added to the control transaction file upon exiting the program.

6.7 Account Receivable Voucher Maintenance

This part of the program enables the user to edit and input the Accounts Receivable Vouchers.

Each receivable voucher should relate to one and only one invoice, debit note , or credit note which you have issued to a customer.

Please ensure that the Accounts Receivable Control Account is defined and set up before attempting to gain access to the Receivable Voucher Maintenance.

Select **[FAP102] Receivable Voucher** , the Receivable Voucher Maintenance , from the main menu.

Type in the two-letter code for the voucher type. The voucher type must be classified as “R” (Receivable)

A list of all the A/R vouchers of the select type will be displayed.

Follow the standard Table Operating Procedure to edit a receivable voucher.

Field Definitions

Date The voucher date will be manually input when a new voucher is created , but once the voucher is saved , the date is protected and cannot be recalled for modification.

Voucher No refer to the definition of “Voucher NO” in Section 2 of Chapter 3

Prepared by The name of the user who created the voucher.

Debtor The account code and name which this voucher should be debited from or credited to .

Due Date This voucher should be settled on or before the date shown here.

Last Modify Date The date that this voucher is last modified.

Currency Code The preset currency denomination of the voucher . The default currency denomination is the customer master currency code.

Exchange Rate The exchange rate for the invoice amount if it is in a foreign currency . the default rate is the book rat.

Foreign Amount I f the amount received is not in the base currency (Hong Kong Dollars), enter the amount paid in foreign currency.

Base Due Amount The amount paid in the base currency. If the amount is in a foreign currency , the calculation will be base on the exchange rate entered.

Particular A two-line , eight-character description of the voucher.

Distribution To The amount of the voucher can be distributed to a maximum of ten accounts. In each receivable voucher, the system will automatically create a general voucher which will:

- 1 Debit the A/R control Account with the receivable voucher amount
- 2 Credit each distribution account with the corresponding distribution amount.

6.8 Accounts Payable Voucher Maintenance

This part of the program enables the user to edit and input the Accounts Payable Vouchers.

Each payable voucher should relate to one and only one invoice, debit note or credit note which you have received from a supplier.

Please ensure that the Accounts Payable Control Account is defined and set up before attempting to gain access to the Payable Voucher Maintenance.

Select **[FAP103] Payable Voucher** , the payable voucher Maintenance , from the main menu

Type in the two-letter code for the voucher type.

The voucher type must be classified as “P” (payable).

A list of all the A/P vouchers of the selected type will be displayed . Follow

the standard Table Operating Procedure to edit a payable voucher

Field Definitions

Date Refer to the definition of “Date” in Section 2 Of Chapter 3.

Voucher No Refer to the definition of “Voucher No” in Section 2 of Chapter 3.

Prepared by The name of the user who created the voucher.

Last Modify Date The date this voucher is last modified. This is a display only field and is automatically maintained by the system.

Creditor The account code and name which this voucher should be debited from or credited to .

Creditor Ref. The number on the invoice , debit note or credit note, which the creditor can identify this transaction.

Currency code The preset currency denomination of the voucher . The default currency denomination is the supplier master currency code

Exchange Rate The exchange rate for the invoice amount if it is in a foreign currency . The default rate is the book rate.

Foreign Amount If the amount to be paid is not in the base currency (Hong Kong Dollars) , enter the amount paid in foreign currency .

Base Due Amount The amount to be paid in the base currency . If the amount is in a foreign currency , the calculation will be based on the exchange rate entered.

Particular A two-line , eighty-character description of the voucher.

Distribution To Refer to the definition of “Distribution TO ” in Section 7 of Chapter 3.

6.9 More on distribution Accounts

Accounts Receivable

When creating a receivable or payable voucher , the distribution account and its distribution percentage will be retrieved and calculated according to the Default Distribution set up in the A/R & A/P control account . The distribution amount is calculated by multiplying the base amount by the percentage assigned for the distribution account. You can always modify the default amount.

The sum of all distribution amounts must equal to the voucher base amount. However , if the sum of all distribution amounts is a positive number , the voucher base amount must be a negative number , and vice versa.

Accounts Payable

Similar functions will be applied to the payable vouchers except that crediting and debiting are reversed in every aspect.

Chapter 7. Financial Statement

7.1 Define Financial Statement

The whole purpose of the General Ledger system is to prepare the financial Statement

You must first define the financial statement before printing it. By defining the financial statement, You can control the printing sequence of the accounts presented in the statement and the printing format of the accounts. You may also define the totals and the sub-totals

You may also group the accounts into a sub-statement and incorporate only the balance of the sub-statement into the financial statement . A sub-statement may contain as many sub-statements as needed, and a financial statement may contain any number of sub-statements.

Line No	Type	Column	Account	Description	Nature	Total Level
10	Text	1		FIXED ASSETS	Credit	0
30	Text	1			Credit	0
40	Text	1		GOODWILL	Not Print	0
50	Text	1			Not Print	0
60	Account	1	0100000010	LEASEHOLD IMPROV - OPENING	Credit	0
70	Account	1	0100000030	LEASEHOLD IMPROV - ADDITIONS	Credit	0
80	Account	1	0100000050	PROV FOR DEP - LH IMPROV (O/B)	Credit	0
90	Account	1	0100000060	PROV FOR DEP - LH IMPROV (ADD)	Credit	0
100	SingleLine	1			Credit	0
110	Text	2		BUILDINGS	Credit	1
120	Text	1			Credit	0
130	Account	1	0410000010	OFF MACH. & EQUIP - OPENING	Credit	0
140	Account	1	0410000030	OFF MACH. & EQUIP - ADDITIONS	Credit	0
150	Account	1	0410000050	PROV FOR DEP - OFF M & E (O/B)	Credit	0
160	Account	1	0410000060	PROV FOR DEP - OFF M & E (ADD)	Credit	0
170	SingleLine	1			Credit	0
180	Text	2		OFFICE EQUIPMENT	Credit	1
190	Text	1			Credit	0
200	Account	1	0430000030	OFFICE FURNITURE - ADDITIONS	Credit	0
210	Account	1	0430000060	PROV FOR DEP - OFF FURN (ADD)	Credit	0
220	SingleLine	1			Credit	0
230	Text	2		OFFICE FURNITURE	Credit	1
240	SingleLine	2			Credit	0
250	Text	3		TOTAL EQUIPMENT AND FIXTURES	Credit	2
260	Text	1			Credit	0
270	Account	1	0442000010	EDP SAW - OPENING	Credit	0

The definition procedure is considered to be completed if and only if all the accounts in the chart of accounts are included in one and only one statement or sub-statement. And if there is any sub-statement defined, the sub-statement must also be included in another sub-statement or in the financial statement.

To define a financial statement , select [Financial Statement], define Financial Statement , and follow the standard Table Operating Procedure to Add , Modify or Delete a statement or sub-statement.

A financial statement presents information in two parts: the statement header and the statement detail. The statement header contains the name of the statement, while the statement detail contains all accounts and / or sub-statement statements, the printing sequence as well as the printing format.

After you have completed the statement header , you may follow the keys listed below to edit the statement detail format:

Key Operations

[ADD] To add a new line to the statement.

[DEL] To delete a line from the statement.

[ENTER] To modify the contents of a statement line

Grey[+] To move down a line

Grey[-] To move up a line

[CTRL][R] To renumber the statement line sequence.

A statement line can be one of the followings:

- 1 an account
- 2 a simple or
- 3 a sub-statement



Field Definitions

Account code It must be a valid account code or a statement code

Total level When the component is a piece of text, you may define up to nine total levels to tally up the accounts . A total level of n will print the sum of account balance for all accounts starting from a previous total level of less than or equal to n. Enter “0” if no total needs to be printed .

Please refer to the example below.

Example:

Account 1

Account 2

Total level 1: will print the sum of the account balance for accounts 1 and 2

Account 3

Account 4

Total level 1: will print the sum of the account balance for accounts 3 and 4

Account 5

Account 6

Total level 2: will print the sum of the account balance for accounts 1 to 6

7.2 Printing of Financial Statement

To print a financial statement or its sub-statement , select [Financial Statement],print Financial Statement .

Before printing any statements, the system will first check if the statement definition is completed. Should the financial statement is not completely defined, printing will be aborted.

The balance amount of an account to be printed on a statement depends on the type of account and the selected financial period.

If the account is a revenue or an expense account ,the printed amount is the sum of the monthly balances for the selected financial period. if the account is an asset or a liability account , the printed amount is the account balance as of the last month of the selected financial period

For example, the following is the result you get:

Account Type Balance Before APR APR MAY JUNE

Sales R 7000 1000 1000 1000

A/R A 5000 500 500 500

If you are printing a statement from April to June, Sales will be 3000 and A/R will be 6500. And if the period you select is from June to June, Sales will be 1000 and A/R will still be 6500

By inputting a new set of data, different financial statements can be printed.

Chapter 8. Enquiry and Reports

In Pericles Accounting Module, there are the following enquiry and reports. Each serves a different purpose and will be described later in the chapter.

For enquiry there are:

Ledger Enquiry

Debtors Outstanding Enquiry

Creditors Outstanding Enquiry

Our reports are divided into two categories. There is a set of reports to support the General Ledger activity. They are:

Journal Listing

Ledger Listing

Trial Balance

Ledger Listing By Job Number

There is a set of reports to support the Accounts Receivable and Payable activities . They are:

Age Analysis

Receivable Monthly Statement

Past Due Report

Credit Analysis(Debtors Only)

Journal Listing

Detail Ledger

Exchange Difference Report

Past Due Report By Invoice Number

Receivable and Payable Consolidation

8.1 Ledger Enquiry

The ledger enquiry program allows you to inquire the accounting detail of a particular account. Select [Ledger Enquiry], the Ledger Enquiry , from the main menu.



Enter the starting month from which you want the transactions of the account to be displayed . Afterwards, enter the account code of the account which you want to inquiry about. A list of transactions will then be displayed.

Field Definitions

Date Transaction Date

Voucher Voucher Reference.

Particular A brief view of the particulars of the transaction.

Trx Account A negative number represents a credit amount.

C/D Balance The carried down balance.

If you want to find out the details of a voucher of a particular transaction , highlight the transaction and press [ENTER]

8.2 Debtors Outstanding Enquiries

Select [FAP202] **Debor Outstanding**, the Debtors Outstanding Enquiry , to find out the amount a customer owes your company.

By selecting a debtor , a list of outstanding transactions will be displayed in the sequence of due dates. An aging analysis of the debtor's account will also be displayed at the bottom of the screen.

Due Date	Voucher No	Invoice No	Date	Cur	Chg AMT(HKD)	O/S AMT(HKD)
2005/09/16	AR/05-09/01027	H05090153	2005/09/16	HKD	\$ 900.00	\$ 900.00
2005/09/21	AR/05-09/01279	H05090189	2005/09/21	HKD	\$ 900.00	\$ 900.00
2005/09/26	AR/05-09/01268	H05090234	2005/09/26	HKD	\$ 940.00	\$ 40.00
2005/09/26	AR/05-09/01269	H05090225	2005/09/26	HKD	\$ 900.00	\$ 900.00
2005/09/28	AR/05-09/01737	H05090264	2005/09/28	HKD	\$ 1,100.00	\$ 0.00
2005/09/30	AR/05-09/01931	H05090287	2005/09/30	HKD	\$ 900.00	\$ 900.00
2005/11/04	AR/05-11/00460	H05110032	2005/11/04	HKD	\$ 900.00	\$ 0.00
2005/11/04	AR/05-11/00460	H05110032	2005/11/04	HKD	\$ 1,202.50	\$ 0.00
2005/11/30	AR/05-11/00747	H05110019	2005/11/30	HKD	\$ 900.00	\$ 0.00
2005/12/28	AR/05-12/00714	H05120306	2005/12/28	HKD	\$ 900.00	\$ 0.00
2006/02/17	AR/06-02/00954	H06020118	2006/02/17	HKD	\$ 900.00	\$ 900.00

Field Definitions

Due Date The date that the invoice is supposed to be paid

Invoice No Invoice number

Date Invoice Date

Cur Foreign currency code, if any

O/S Amount The outstanding amount in foreign currency , if any.

O/S Amount(HKD) The outstanding amount in Hong Kong Dollars. The calculation of the amount is based on the standard exchange rate.

Chapter 9. System Maintenance

Basically this accounting system does not require any month end or year end closing procedures. The computer will automatically carry out a closing procedure when you print a financial statement. There are no limitations on the maximum number of accounting periods per fiscal year and the number of account transactions of the accounting month you can keep in the system. The only limitation you will have is the capacity of your hard disk.

9.1 Purge Out Dated Transaction

When you have too many transactions stored in the system, the computer response time will be slower. Although we have been careful to build the system with good performance for larger amount of transactions, you will still need to remove obsolete transactions to free up disk memory so as to improve system performance. Select [GLP101] , the Purge Out Dated Transaction , to remove obsolete account transactions.

However ,once you have removed the transactions, you are unable to restore the deleted transactions back to the system.

9.2 System Integrity Check

When you find the system data being incorrect or out of balance, or if the account balances are not consistent between the reports and enquiries, you are having a corrupted data set. A corrupted data set is generally caused by power failure of your file server, improper file server shutdown, hardware failure at your workstation, etc. In most cases, you may prevent the damage

by properly protecting your system. If these happen, run the following procedures to ensure the integrity of your account system.

- 1 Run[Maintenance],the system integrity check. You will be given a report on all unbalanced vouchers . Correct those vouchers from the General Voucher Maintenance.
- 2 Run[Maintenance] ,the Repost Voucher to Account , to recalculate each account balance from the account transactions.
- 3 Print the trial balance and check if the statement balances. If it does, there are no more errors in the system. if it does not ,you must call for support.